



**LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
OSBORN ROOM, BLOOMINGTON POLICE DEPARTMENT
305 S. EAST ST., BLOOMINGTON, IL 61701
TUESDAY, JULY 18, 2023, 5:30 PM**

1. Call to Order
2. Roll Call
3. Introduction of Public
4. Public Comment
5. Reports
 - 5A. President's Report (Recommended Motion: None, presentation only)
 - 5B. Director's Report (Recommended Motion: None, presentation only)
 - 5C. Fiscal Report Presentation (Recommended Motion: None, presentation only)
6. Consent Agenda

Items listed on the Consent Agenda are approved with one motion; Items pulled from the Consent Agenda for discussion are listed and voted on separately.

 - 6A.. Consideration and Action to Approve the Minutes of June 20, 2023: Regular Bloomington Public Library Board meeting (Recommended Motion: Approve the proposed minutes)
 - 6B.. Consideration and Action to Approve Bills in the Amount of \$497,906.63 (Recommended Motion: Approve the proposed bills)
7. Approval Items
 - 7A. Approve Closing the Library on August 10, 2023 for Staff Development Day (Recommended Motion: Approve Closing the Library on August 10, 2023 for Staff Development Day)
 - 7B. Review and Approve Maintaining Confidentiality of Executive Session Minutes (Recommended Motion: Review and Approve Maintaining Confidentiality of Executive Session Minutes)
 - 7C. Approve Destruction of Executive Session recordings prior to January 2022 (Recommended Motion: Approve Destruction of Executive Session recordings prior to January 2022)

7D. Approve a Change Order to Add the Infrastructure to Support Future Solar Panels
(Recommended Motion: Approve the Change Order as Presented)

8. Discussion Items

8A. Discuss Insurance Renewal for 2024 (Recommended Motion: Discuss Insurance
Renewal for 2024)

9. Comments by Trustees

10. Adjournment

Individuals with disabilities planning to attend the meeting who require reasonable accommodations to observe and/or participate, or who have questions about the accessibility of the meeting, should contact the City's ADA Coordinator at 309-434-2468 or mhurt@cityblm.org.

Bloomington Public Library

Books are just the beginning.



Director's Report June 2023

Goal: Explore and implement strategies to improve access to the library and its resources.

- Continued to make progress towards a Library expansion, by:
 - Attending three construction meetings
 - Meeting with Jon and Envisionware to prepare for our new self-check installations
 - Meeting with City staff to discuss parking requirements
 - Meeting with Administrative area staff to plan for phase 2 moving
 - Monitoring progress on solar panel plans
 - Coordinating bookmobile plans for phase 2
 - Preparing furniture and shelving plans for phase 2, including purchasing book supports and an external book drop
 - Overseeing compliance with the Illinois State Library grant, including required reports
 - Submitting information to the US Census about our construction project
- Reviewed the Library-related sections of the City Code and submitted suggestions for revisions
- Attended a hearing regarding the properties annexed out of GPPLD service area
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended an Illinois Library Association (ILA) Public Policy and DEI Committee Meetings

Goal: Provide relevant and innovative services, collections and programs to meet the emergent needs of our community.

- Spoke about Censorship with Normal PL Director, John Fischer, at the Golden K Kiwanis Club meeting

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- Attended a Library Director Leadership Book Discussion
- Attended 2 webinars: Straight from the Source: Paid Leave for All Workers & Beyond Core Stats: A Deeper Look into Using IPLAR Data to Assess Your Library's Performance
- Finalized staff committee assignments for FY24

Goal: Administer a cost-effective public library.

- Reviewed and submitted the annual Illinois Public Library Annual Report

**Adult Services Report
Carol Torrens
June 2023**

Goal: Explore and implement strategies to improve access to the library and its resources.

Phase I Construction and Collections

The AS Dept. continues to operate well from its temporary spaces for this portion of the construction project. We are also planning for the transition into Phase 2 of the construction project.

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

SERVICES

There were 3 local history searches: Knapp Bros Annual Pig Feeder Sale; a complete scan of the 7/3/1975 Pantagraph; the Bloomington Municipal Band.

Tiffany gave a library tour and information to a Unit 5 ESL summer school class: 9 students and 3 teachers

COLLECTIONS

Book displays this month were on these topics: Pride month, Juneteenth, and beach reads. The DVD display featured parents.

PROGRAMS

Adult/Family programs

Mystery Book Club, virtual – 1 session – 11 attended
Fiction Book Club, virtual – 1 session – 6 attended
Books on Tap, in person off site – 1 session – 15 attended
True Colors Book Club, in person off site – 1 session – 12 attended
True Crime Book Club, virtual – 1 session – 7 attended
IL Libraries Present author Jesmyn Ward, virtual – 1 session – 1 attended
Meditation: the Wow Factor, virtual – 1 session – 7 attended
Name Change and Gender Marker 101, virtual – 1 session – 26 attended
Pride in the Park, in person off site – 1 session – 250 attended
ESL Discussion Group, in person off site – 1 session – 21 attended
IL Libraries Present author Robin Wall Kimmerer, virtual – 1 session – 46 attended

Teen Programs

Take and Make rainbow star pillow – 47 kits were handed out
Open mic/karaoke with NPL – cancelled due to low registrations

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

Staff attended training on the following topics: Collection HQ; promoting Kanopy (streaming videos) to customers; a half-day session on digital humanities resources.

Goal: Work effectively through the use of technology.

Staff have completed 50% of the scanning portion of the Pantagraph index digitization project! As of 6/27, 118,000 cards have been scanned.

There were 2 individual appointments this month: basic Excel usage and basic computer use plus filling out an application.

Business Office Report
Kathy Jeakins
June 2023

Goal: Explore and implement strategies to improve access to the library and its resources.

The Admin staff met to discuss the move the Phase 2.

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

I conducted Nan's 3-month performance review in June.

Goal: Work effectively through the use of technology.

Jon and I continued to work on returning the old public printer to Ricoh.

Jon and I continued to work on replacing the credit card machines.

Goal: Administer a cost-effective public library.

Library Credit Cards: I followed up with staff who were contacted by City Hall staff that their cards were about to expire to make sure they got their new cards, processed applications for staff getting a Library credit card, and I entered all credit card transactions in account files.

In June, the Book Shoppe collected \$1,279.75.

Hoopla usage was high again in June: \$12,623.37.

Kanopy downloads for June were \$1,018.00.

The Library is accepting donations in memory of Craig Ryan, who passed away in a bicycle accident.

I contacted Hometown Bank to update information related to the new officers on the Golden Prairie Board.

The Library received two Property Tax distributions in June for a total of \$2,001,215.97.

Golden Prairie received two Property Tax distributions as well for a total of \$158,028.09; of that amount, BPL received \$150,126.69.

Bills Costing in Excess of \$5,000:

- None in June

Upcoming:

I will continue to pull items for the Foundation audit.

I will be contacting the Foundation officers to complete the paperwork required to update records with Heartland Bank.

Bloomington Public Library

Books are just the beginning.



Cataloging & Technical Services Report

Allison Schmid

June 2023

Goal: Explore and implement strategies to improve access to the library and its resources.

- Allison is researching new book truck options from DEMCO and TLC.

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.

- Once we get through the last section of TV, we will be finished with adult AV inventory.
- CATS staff are working on the Pantagraph Scanning Project.
- Eleanor is working on student cards.
- There is now a Teen World Language and Teen Biography collection.

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- Eric shadowed cataloging and processing in CATS. – 2
- Dale shadowed Marcie on the selecting process. – 1
- Allison met with Sara and Nazma about the nonfiction collections and standing orders.
- Dale and Allison attended The End of MARC: Moving to BIBFRAME. – 2
- Training Hours – 5

Goal: Work effectively through the use of technology.

- The company we purchased our adult collection DVD labels from went out of business. We worked with DEMCO to create a custom label that will be close in color to our current Action-Adventure DVD label.
- Changed videogame checkouts to 2 weeks up from 1.
- We're looking into why our Overdrive/Libby eRecords aren't updating automatically in Polaris.

Goal: Administer a cost-effective public library.

- We completed the EBSCO magazine renewal process. Payment was sent in early to receive a discount.

Upcoming:

- Children's AV Inventory

Children's Services Report
Melissa Robinson
June 2023

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.

Programs

- Zoovies (movie night at Miller Park Zoo) – 2 sessions- 201 attended
- On-the-Go Story Times – 4 sessions – 29 attended
- Tales for Tails – 4 sessions – 64 attended
- D&D for Kids: Character Creation – 2 sessions – 7 attended
- 12 programs/sessions total – 301 attended

Groups/Events

- Pride in the Park – 250 attended
- Juneteenth at Miller Park – 166 attended
- Illinois Art Station Story Time – 55 attended
- Farmer's Market Story Time – 76 attended
- Bright Horizons – 67 attended
- Debra T Thomas visited us – 2 groups – 25 attended
- 7 groups/events total – 639 attended

Passive

- Crafts (owl lunch bag, Father's Day, Mt Rushmore, mouse, camera, Golden Gate Bridge, donut, and Statue of Liberty) – 1564 participated

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- Alex attended the ALA Annual Conference.

Goal: Work effectively through the use of technology.

- 21 posts were added to the Children's Facebook group, and we now have 717 members.
- 11 videos were added to TikTok, and we now have 842 followers.

Upcoming:

- On the Go Story Time – July 7, 14, 21, and 28
- D&D for Kids: Character Creation – July 11 and 25

- Tales for Tails – July 12, 19, and 26
- Glorious Gardens Festival Story Walk – July 14 and 15
- Illinois Art Station Story Time – July 22
- Summer Reading Finale Party – July 29



Goal: Explore and implement strategies to improve access to the library and its resources.

Outreach Library Associate, Michelle, meetings, and successful connections:

- McLean County Reentry Council
- Butterfly Coalition
- RISE core team and training committee
- East Central Illinois Association of Aging Adults
- Chestnut Sober Recreation
- Fatherhood Coalition Leadership Team
- Led the Human Services Council
- Leadership McLean County Steering Committee
- Recovery Oriented Systems of Care
- Fatherhood Coalition
- Behavioral Health Forum
- BN Welcoming Committee
- Donated books to the McLean County Jail

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

Deposits staff prepared and delivered or renewed 755 items at 11 sites. Staff presented Summer Reading programs at Villas of Hollybrook – Towanda for 14 attendees and Carriage Crossing for 5 attendees.

Home Delivery prepared and delivered or renewed 760 items to 53 active patrons.

Pop Up Library visits were held at the locations listed below. 116 patrons were served, and 515 items checked out.

- Luther Oaks
- Bickford House
- Villas of Hollybrook
- Woodhill Towers
- Westminster Village
- Liberty Health

June Outreach Events:

- Pride at the Park (Franklin Park bookmobile stop event), 6/2
- Moms Demand Action Orange event (Western Avenue Community Center), 6/3
- Immigration Project Open House, 6/16
- Little Jewels Summer Camp (bookmobile visit at Corpus Christi), 6/22
- Fatherhood Coalition Fishing event (Miller Park), 6/24

The following bookmobile stops were cancelled due to needed shelving repairs:

- 6/7: Spring Ridge, Sunnyside Park, and Garling Heights
- 6/8: Irvin Apts

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- The new full-time LTA training for a CDL passed the permit test and is now in driver training on the road.



(6/2023) Circulation and Outreach Services Statistics

Total Circ BPL	87,299
Total Circ Main	56,973
Total Circ Outreach	8,613
Total Circ Drive-up	578
Total Digital Downloads	21,135
Hoopla	5,746
Overdrive	14,508
TumbleBooks	40
eBook Central	1
Kanopy	840
Borrowers Registered	425
Total Active Cardholders	30,547
Children	7,529
Teen	3,679
Adult	19,339
GPPLD	1,451
Total Holds Filled	5,859
Main Holds	4,658
Outreach Holds	1,201
Door Count	13,822

Top 10 Stops	Circulations	Patrons
Wingover PM	358	125
Wingover PM	330	110
Wingover AM	176	72
Ekstam Dr	134	27
Old Farm Lakes	122	30
Eagle Ridge	119	30
Garling Heights	115	27
Grove	113	33
North Pointe	106	38
Golden Eagle	100	23

5 Lowest Stops	Circulations	Patrons
Waterford	6	4
Heartland Hills	5	4
Hilltop	4	2
Holton Homes	4	2
Spring Ridge	2	5

Regularly Scheduled Stops	64
Special Stops	3
Cancelled Stops	5
Total Stops	67

Human Resources Report

Gayle Tucker

June 2023

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- I attended the following training/webinars:
 - Webinar: Straight from the Source: Paid Leave for All Workers (HR Source)
 - Webinar: Mission Square Retirement/Social Security (Mission Square Retirement)
- In June, there were three in-house job announcements and one outside ad
- There were three interviews in June
- I provided orientation for four new staff members
- I continued review of Job Descriptions with managers
- The Spirit Committee coordinated T-Shirt Tuesdays
- I continued FMLA, ADA, and employment verification (including Public Service Loan Forgiveness (PSLF) paperwork) administration
- Employees receive Munis Employee Self Service (ESS) and UKG Kronos Timeclock setup information and instruction as part of new employee orientation

Goal: Work effectively through the use of technology.

- In June, I participated in several Teams/Zoom meetings, and a lot of my work was accomplished using OneDrive, SharePoint, and Microsoft Forms
- I will be the Subject Matter Expert for testing and training of the new UKG Kronos Dimensions upgrade and move to the Cloud
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I process the library's background checks
- As an Alert Media administrator, I keep the Staff list up to date
- I continue to work with the City of Bloomington staff regarding payroll, UKG Kronos, and more
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - We plan to resume our partnership in August

Upcoming:

- UKG Kronos Dimensions (timeclock) transition to the Cloud

Information Technology Systems Report
Jon Whited
June 2023

Goal: Explore and implement strategies to improve access to the library and its resources.

We are continuing to scan the Pantagraph index. We are making good progress with this project with many volunteers working to get this scanned and fine-tuning the images.

We have replaced the majority of the PCs in CATS and will be working on the new PCs for the public in the coming month. We will be adding 12 new desktops and 19 new laptops for the public to be able to use.

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

We had a program in June where teens picked up 3D printed flower lanterns, lighting kits, 3D printed circuit, and instructions. The Teens then painted and assembled their flower lanterns on their own. Once constructed, these 3D printed flowers light up and the light can be seen through the translucent pedals.

We had a different lamp program where the teens used recycled products to create plug in lamps. The lamps were created during a staff lead program using cardboard, skewers, and recycled plastic grocery bags.

Upcoming:

We will be moving servers and equipment into the new server room in the coming month.

We will be continuing to order, set up, and prepare new equipment for phase 2 of the library construction project.

Goal: Explore and implement strategies to improve access to the library and its resources.

LX Starter

- During the months of May and June, much time was spent designing, troubleshooting, and configuring new Overdue Notices, Hold Notices, and Auto Renew Notices which are being sent via email. This rollout included many technical glitches on the part of the company providing the notice platform.

Your Future Library – Capital Campaign

- Managed donation database
 - Bloomerang entries of pledges and donations.
 - Sent thank you letters/tax receipts to those who donated during the previous month.
 - Mailed magnets to new donors who made donations of at least \$100 during the previous month.
 - State Farm has not forwarded employee payroll deductions nor matching donations since 2.22.23.
 - Ran report for those whose pledge payments are in arrears.
 - Sent letters to those whose pledge payments are due in the next 30 days.

Text Opt-In

- The library's text opt-in number is changing to 309.828.7312. This change is not yet in effect.
 - A patron reported that without unsubscribing from receiving our Bookmobile reminder texts, he stopped them. After reaching out to our text provider, we learned that there are issues with some phone service providers moving away from short codes (such as our current opt-in number of 71441) in favor of utilizing registered phone numbers. We're told this is an effort to combat spam, phishing, fraud, etc. (The issue currently affects subscribers to T-Mobile, its many subsidiaries, and possibly more.)

Website

- Marketing continues to maintain the library's website.
 - Monthly addition of all July programs and registration forms to the online calendar
 - Monthly update to record sets for New Movies, New Music, and New Audiobooks
 - Reviewed Webform Metadata settings to look for submission errors.
 - Updated Newsletter lists on the subscribe opt-in page to remove lists no longer being supported.
 - Updated video game checkout length.
 - Updated images on the construction progress page.
 - Reviewed Microsoft forms to see if confirmation emails can be sent to those who submitted forms.
 - Posted maintenance job on employment page.
 - Reviewed different Google Analytics workshops.
 - Updated descriptive language for the Mobile Hotspots to clarify that they can be used in the continental United States, Mexico, and Canada.
 - Developed a list of items needing updates when the library's Text Opt-In number changes.
 - Reviewed Library Market software updates.
 - Reviewed Library Aware software updates.

Advertising

- WGLT
 - On-air ads ran during the month of June to promote Summer Reading.
- Neighbors Magazines
 - Paper ads run in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*, online ads run via Google, and online ads run via Facebook. All are currently promoting the Summer Reading Program.
- Community Players
 - BPL is an annual sponsor of The Community Players' season. This allows us to run an ad on their screen during each 2022-2023 show (pre-show and intermission). The next show – *Newsies* – runs July 14-30. Our ad will promote the Summer Reading Program.
- History Museum
 - BPL will be a sponsor of the History Museum's Annual Cemetery Walk in October.

Misc. Marketing Tasks

- Promotional Items
 - Processed requests for promo items to be taken to offsite events.

- Processed promo items returned from offsite events.
- Compiled and submitted the library's July programs for kids for *The Pantagraph's* Flying Horse page.

July Programs

- Due to ongoing construction, the library continues to schedule and promote programs on a month-to-month basis.
 - July's programs were submitted to Library Market by staff for review and editing by Marketing before being published on the library's website.
 - A publicity timeline was developed.
 - A bitly link was created for each program requiring registration. Bitly links are used to direct patrons from social media and other non-library sites directly to each program on the library's website.
 - A Facebook Event was, or will be, created for each online and at-home program being offered.
 - An Instagram post was, or will be, created for each online and at-home program being offered.

Paper & Digital Design Work

Program Publicity (4 pieces each – Facebook Event, Instagram, paper background, paper handout)

- Braiding Sweetgrass
- Open Mic/Karaoke Night for Teens
- Story Time at the Farmers' Market
- Saturday Story Time @ IAS – June
- Saturday Story Time @ IAS – July
- Teen Project: LED Flower Lantern
- University at War
- Navigating Solar Options
- On-the-Go Story Times
- D&D for Kids: Character Creation
- Tales for Tails
- Intro to SculptGL
- Glorious Garden Festival StoryWalk
- Enter to Win Tickets to Brookfield Zoo
- Build a Lego Speaker System
- Felt Keychain: Take & Make Craft
- Murder Mystery Party for Teens
- Beginning Cross-Stitch
- Summer Reading Finale Party

Signage

- Construction update (new parking arrangement) for 6.16.23
- Construction Phase 2 Floor Plan – Drafts 1 & 2
- Video Games Checkout Limit
- Power Outage
- July 4th Closure
- "Book Drops are Open"
- Jane Austen display
- Senior Sleuths display
- AS Endcaps – new, temp signage as we move toward Construction Phase 2

Misc.

- Proofs 1 & 2 of the September 2023-February 2024 Bookmobile Schedule
- Proofs 1 & 2 of 6 different Bookmobile postcards
- With help from Cody, Marketing converted the Teen and Adult Summer Reading Log into Spanish. (Children's logs were converted in time for them to be distributed to the schools before Summer Break began.)
- July Calendars
- Printed Summer Reading Vouchers for Kids, Teens, and Adults
- Re-printed handouts/publicity as needed.
 - Spanish online resource handout
 - CS Summer Reading Logs
 - "Get a Card" handout
 - 1000 Books Before Kindergarten Stickers
 - Carriage Crossing Signs & Bookmarks (July – December)

- June Calendars
 - Wireless Printing Handout
 - Hoopla Handout
 - Text Handouts
- (updated to include new opt-in number and new stops; not yet distributing)

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Department Managers and Committee heads.
- Rhonda serves on the Summer Reading Committee.
- Kourtnei serves on the library's Spirit Committee.
- Jorgi serves on the Office 365 Committee.
- Jorgi is working with the Staff Development Committee to create a presentation for Staff Development Day.

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 9,831 followers
 - Instagram – 2,188 followers
 - Twitter – 1,981 followers
- Library text subscribers – 342
- Bookmobile text subscribers – 1,391
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 34,454 filtered active subscribers.
- Program Guide list – 34,449 filtered active subscribers.
- General eBlast list – 34,471 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram, including, but not limited to, information about library resources, all library programs, employment opportunities, cancellations and closures, news, etc.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
 - Posts promoting the following non-programs were also shared:
 - Bookmobile Stop to Irvin Apartments cancelled due to weather
 - Tumblebooks Rolls Out New App
 - Offsite events on June 24: Brightpoint's Fatherhood Fishing event, Farmers' Market, and Illinois Art Station.
 - The library is hiring to fill a part-time Maintenance/Custodial position.
 - Closed for July 4.
 - Branded BPL Store.
 - Explore the history of Juneteenth on Hoopla.
 - Stream Acorn TV for free with your library card.
 - Audio Book recommendations and invitation to sign up for this eList
 - Video games now check out for two weeks
 - Construction update – 6.16.23
 - Explore More Illinois adds discount to Normal Theatre
 - BPL's partnership with the Lake Run Club's Kids Fun Run
 - Summer Reading post about prizes
 - Power Outage; closed early
 - Explore More Illinois adds discount to Community Players
 - Bookmobile stops cancelled due to mechanical issues
 - Offsite event at Western Avenue Community Center for Moms Demand Action
 - Diverse Reads book recommendations and invitation to sign up for this eList
- The library sends at least one monthly eBlast promoting its online resources to cardholders who've not opted out of receiving such notifications.
 - An eBlast promoting the 2023 Summer Reading Program was delivered on May 30.
 - An eBlast promoting the library's social media channels will be delivered on July 1.
- A member of the library's staff is interviewed at 2pm on the 2nd and 4th Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.

**Operations Report
Caprice Prochnow
June 2023**

Goal: Explore and implement strategies to improve access to the library and its resources.

- Operations staff:
 - Made trips to storage unit to empty dehumidifiers
 - Carefully transported a homemade dollhouse with furniture donated by Lois Wood family
 - Replaced both bag and pleated filters in main AHU
- Repairs/Installs:
 - Johnson Controls checked on operation of chiller in its new rooftop location
 - Alpha Controls addressed an issue with the outdoor air temperature sensor
 - Chambers Services replaced the icemaker
 - Weber Electric repaired fluorescent fixtures in lower lobby

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- Caprice - Expansion project:
 - Communicated daily with Matt Kerner from FD on progress of project and upcoming work
 - Attended construction meetings
 - Continued coordinating construction progress pics to floor plan
- Caprice -
 - Gayle, Jeanne, and I worked on the maintenance/custodial job description
 - Completed the annual report for the library
 - Ordered an exterior book drop for the parking lot in phase 2
 - Updated Power Outage Procedures
- Security Staff:
 - A lot of time spent managing the parking lot as folks tend to park in some unusual ways
 - Bowen is working with Nick to revamping the Security Incident and Suspension platforms
 - Bowen worked with Kerrie to produce a video about power outage procedures for staff
 - Viewed "Dealing with Patrons with Mental Health and Substance Abuse Disorders: Behavioral and Medical Events" webinar
- Safety & Accessibility Committee:
 - Met to discuss revision of power outage procedures, upcoming parking lot changes, and laminated floor maps of new west side for staff

Goal: Administer a Cost-Effective Library.

- Kone performed a quarterly PM on the elevator

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

June 2023

Strategic Priority: Explore and implement strategies to improve access to the library and its resources.

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	28,252	34,610	-18%	54,798	69,317	-21%
Teens	2,403	3,114	-23%	4,365	4,243	3%
Children	35,500	44,773	-21%	64,522	81,189	-21%
Digital Downloads	21,135	18,177	16%	42,937	36,573	17%
Total	87,290	100,674	-13%	166,622	191,322	-13%

Active Cardholders	Current	Current	Change	FYTD	Last FYTD	Change
Adults	19,339	18,979	2%	N/A	N/A	N/A
Teens	3,679	3,261	13%	N/A	N/A	N/A
Children	7,529	5,669	33%	N/A	N/A	N/A
Total	30,547	27,909	9%	N/A	N/A	N/A

New Cardholders	Current	Current	Change	FYTD	Last FYTD	Change
Total	425	500	-15%	674	782	-14%

Visits	Current	Current	Change	FYTD	Last FYTD	Change
Main	13,822	16,268	-15%	24,625	29,328	-16%
Bookmobile	1,391	1,402	-1%	4,275	3,182	34%
Total	15,213	17,670	-14%	28,900	32,510	-11%

Room Use	Current	Current	Change	FYTD	Last FYTD	Change
Study Room	0	93	-100%	0	158	-100%
Digital Preservation Studio	0	8	-100%	0	16	-100%
Community Room	0	0	N/A	0	11	-100%
Total	0	101	-100%	0	185	-100%

Community Outreach	Current	Current	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	38	8	375%	81	36	125%
People Reached	1,037	773	34%	8,278	6,646	25%
Community Visits to the Library	3	0	N/A	3	0	N/A
People Reached	37	0	N/A	37	0	N/A
Total Outreach Visits	41	8	413%	84	36	133%
Total People Reached	1,074	773	39%	8,315	6,646	25%

Strategic Priority: Provide relevant and innovative services, collections and programs to meet the emergent needs of our community.

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	11	12	-8%	21	22	-5%
Attendance	402	270	49%	539	423	27%
Teens	3	7	-57%	15	8	88%
Attendance	64	28	129%	429	65	560%
Childrens	18	13	38%	26	14	86%
Attendance	3,084	452	582%	3,992	519	669%
Total Programs	32	32	0%	62	44	41%
Total Attendance	3,550	750	373%	4,960	1,007	393%

1-on-1 Appointments	Current	Current	Change	FYTD	Last FYTD	Change
Total	5	1	400%	8	5	60%

Reference Questions	Current	Current	Change	FYTD	Last FYTD	Change
Total	2,824	3,237	-13%	5,287	5,934	-11%

Strategic Priority: Recruit, train and develop a knowledgeable, collaborative staff.

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	225	58.00	288%	318	182	75%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,353	1,727	-22%	2,688	3,138	-14%
WiFi Sessions	1,448	1,875	-23%	2,710	3,650	-26%
Website/Catalog Hits	46,274	51,676	-10%	90,499	101,140	-11%
Online Resource Use	14,069	3,487	303%	27,093	7,553	259%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	456	407	12%	884	689	28%
Sent	99	169	-41%	177	371	-52%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0	0.00	N/A	5	0	N/A

Suspension Report Summary for June 2023

2023-06-30 02:13:49pm

2023-06-01 02:13:49pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
520	2023-06-08 00:00:00	InappropriateBehavior
521	2023-06-15 00:00:00	InappropriateBehavior
523	2023-06-26 00:00:00	HealthSafety

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, June 21, 2023
5:00pm

MINUTES

- I. Call to Order
President Novosad called the meeting to order at 5:00 pm.
- II. Roll Call
Trustees Present: Ary Anderson, Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ruth Novosad

Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Absent: None
- III. Introductions
There were no introductions.
- IV. Public Comments
There were no public comments.
- V. President's Report
President Novosad shared a progress report of the Board since she started her term in 2021. Her goal during her term was to increase awareness of the GPPLD among its constituents. With that in mind, a brochure was created for distribution. The library expansion was in its beginning stages, and GPPLD was able to make a nice donation to the capital fund. The Board is looking at census data to analyze what needs people may have that can be met with library services. She stated that it's been a privilege to serve as Board President and looks forward to working with the new officers going forward.
- VI. Approval of Minutes
 - A. May 17, 2023
Ary Anderson asked that the minutes be amended for item X. B. to include "in the amount of \$4200 as set forth in the May 17, 2023 board packet."

ARY ANDERSON MOVED, AND STEPHANIE WALDEN SECONDED, TO APPROVE THE REGULAR MEETING MINUTES OF MAY 17, 2023 AS AMENDED.

THE MINUTES WERE APPROVED AS AMENDED.
 - B. May 17, 2023 Decennial Committee Minutes
The minutes were approved as presented.
- VII. Staff Reports
 - A. Director's Report: Jeanne Hamilton, Library Director, commented that Summer Reading is underway, and people appear to be enjoying the program. Construction is the other big thing going on right now and the staff and construction team are making plans to move into phase 2.
 - B. Circulation and Outreach Report: Jeanne indicated that Children's Department staff and the bookmobile visited schools in May, including Cedar Ridge (which has a lot of Golden Prairie students). Kids were excited to learn about bookmobile stops in their neighborhoods, and staff have

seen students coming back to the bookmobile from those visits. They have also planned some summer school and summer camp stops in June. Jeanne entertained questions from Board members.

- C. Financial Report: Kathy Jeakins, Business Manager, reported that with one month remaining in the fiscal year, revenues and expenditures should be at 91.7 percent. Per the report, GPPLD is under for both of those categories, mainly due to property tax distribution dates.

VIII. Unfinished Business

- A. Update on Annexations: President Novosad reported that the case has been resolved. All parties have signed off on the agreement that the properties involved will remain part of the GPPLD and will be added back to the tax rolls.
- B. Approve Revised Intergovernmental Agreement for Library Services between Bloomington Public Library and Golden Prairie Public Library District

PATTI SALCH MOVED, AND ARY ANDERSON SECONDED, TO APPROVE THE REVISED AGREEMENT.

THE MOTION CARRIED UNANIMOUSLY.

IX. New Business

- A. Election of Nominated Officers
Stephanie Walden provided a Slate of Officers for the GPPLD as: Ary Anderson, President; Jim Russell, Vice President; and Kathy Vroman, Secretary/Treasurer.

RUTH NOVOSAD MOVED, AND STEPHEN PETERSON SECONDED, TO APPROVE THE SLATE OF OFFICERS LISTED ABOVE.

THE MOTION CARRIED UNANIMOUSLY.

- B. Budget Discussion
Kathy Jeakins reminded the Board that part of the levy process is developing a budget for the upcoming year. She asked for input on the budget, with a particular focus on the following line items: travel, programming, and advertising. Discussion followed with the Board asking to increase advertising and programming, and a decrease in legal services. She reminded the Board of the importance of having a quorum at the August and October meetings to approve the budget and tax levy, respectively.

- C. Approve GPPLD Board Meetings for the Next Fiscal Year
Stephanie Walden asked about moving two meetings: December 20, 2023 and June 19, 2024, since the December meeting is close to Christmas and the June meeting is on Juneteenth, a Federal holiday. There was a clarification that according to the Open Meetings Act, a meeting can take place on a holiday as long as it is the board's regular meeting date, and the facility is open.

RUTH NOVOSAD MOVED, AND STEPHEN PETERSON SECONDED, TO APPROVE THE FY24 MEETING DATES AS PRESENTED.

YAYS: ARY ANDERSON, STEPHEN PETERSON, JIM RUSSELL, PATTI SALCH,
KATHY VROMAN, RUTH NOVOSAD

NAYS: STEPHANIE WALDEN

ABSENT: NONE

- D. Annual Sexual Harassment Training for Trustees

Jeanne presented the Sexual Harassment Training, required annually.

X. Comments from Board Trustees

Ary Anderson extended the Board's appreciation to Ruth for her service as Board President.

Ruth Novosad mentioned the possibility of dispensing with the December meeting if there is no business on the agenda.

XI. Reminder

A. Next Board Meeting is July 19, 2023

XII. Adjournment

President Novosad adjourned the meeting at 5:56 pm.

BLOOMINGTON PUBLIC LIBRARY
FY 2023-2024 FISCAL REPORT

REVENUES:

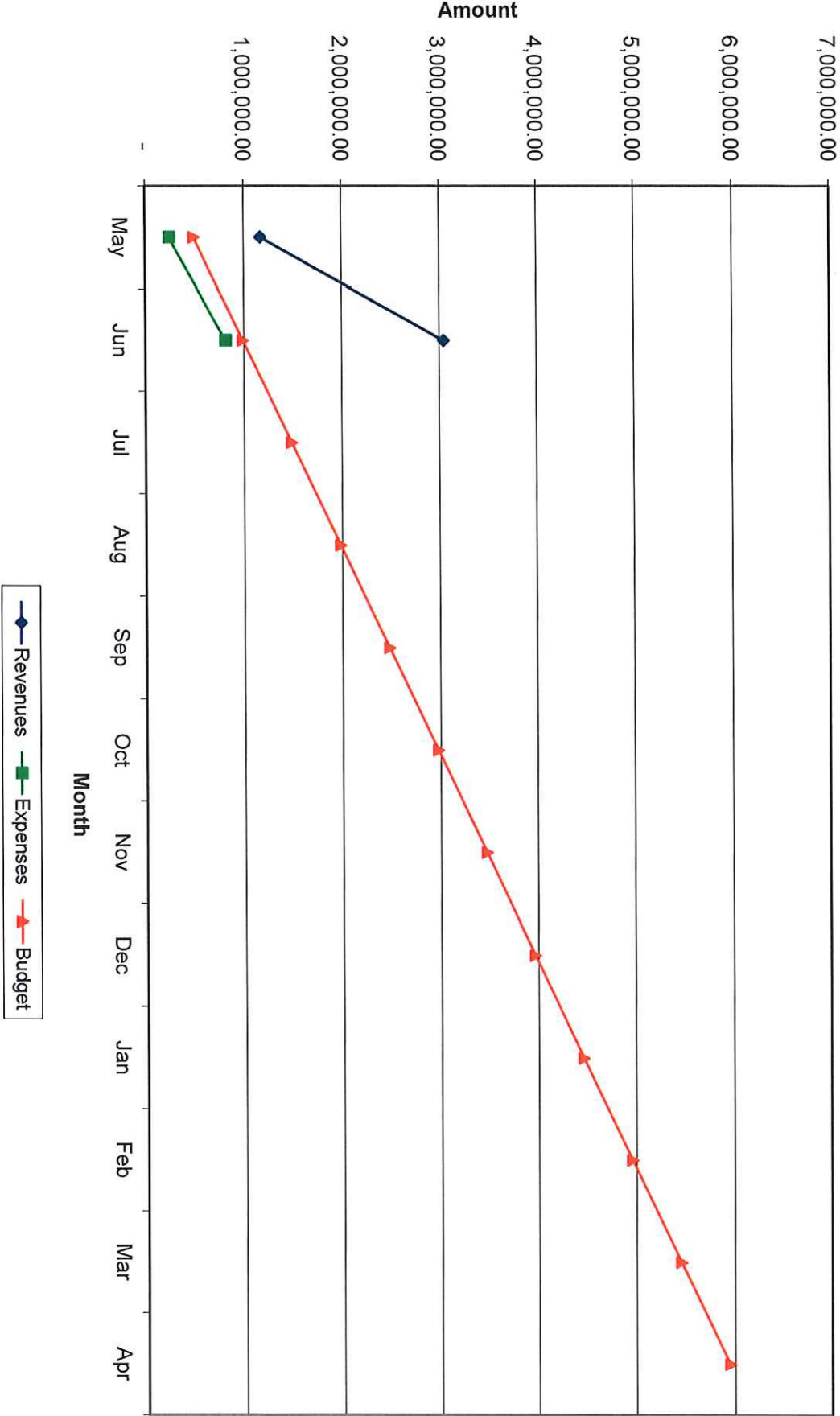
ACCT NAME	BUDGET	JUNE 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,185,600	1,711,039.66	2,767,671.26	(2,417,928.74)	53.4
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	116,000	0.00	0.00	(116,000.00)	0.0
GPPLD	437,921	150,126.69	237,475.94	(200,445.06)	54.2
Fines & Fees	10,000	777.11	1,554.40	(8,445.60)	15.5
Interest on Investments	10,000	5,190.73	10,431.04	431.04	104.3
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	25,000	559.15	21,959.15	(3,040.85)	87.8
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	40,000	2,389.87	4,801.37	(35,198.63)	12.0
Total Revenues	5,954,921	1,870,083.21	3,043,893.16	(2,911,027.84)	51.1

EXPENDITURES:

ACCT NAME	BUDGET	JUNE 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,676,237	300,238.30	392,071.88	(2,284,165.12)	14.7
Part-Time Salaries	558,280	50,497.29	66,040.88	(492,239.12)	11.8
Seasonal Salaries	57,144	2,787.13	2,787.13	(54,356.87)	4.9
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	20,000	2,500.00	2,500.00	(17,500.00)	-----
Total Sals & Wages	3,311,761	356,022.72	463,399.89	(2,848,361.11)	14.0
Dental Insurance	11,520	780.77	1,124.61	(10,395.39)	9.8
Health Insurance, HMO	6,600	534.96	783.33	(5,816.67)	11.9
Life Insurance	3,091	252.00	486.00	(2,605.00)	15.7
Vision Insurance	5,724	240.43	350.12	(5,373.88)	6.1
Health Insurance, PPO 600/1200	213,390	17,891.07	25,925.48	(187,464.52)	12.1
Health Insurance, PPO with HSA	79,800	7,247.64	10,270.31	(69,529.69)	12.9
Library RHS Contribution	7,500	690.07	1,440.21	(6,059.79)	-----
Library HSA City Contributions	14,800	0.00	0.00	(14,800.00)	0.0
IMRF	294,386	20,544.98	26,857.80	(267,528.20)	9.1
FICA	204,082	21,247.64	27,667.16	(176,414.84)	13.6
Medicare	47,729	4,969.29	6,470.63	(41,258.37)	13.6
Worker's Compensation	25,070	0.00	0.00	(25,070.00)	0.0
Uniforms	1,100	0.00	313.31	(786.69)	28.5
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	22,000	0.00	1,555.43	(20,444.57)	7.1
Total Benefits	939,792	74,398.85	103,244.39	(836,547.61)	11.0
Rentals	19,000	1,769.16	2,874.35	(16,125.65)	15.1
Total Rentals	19,000	1,769.16	2,874.35	(16,125.65)	15.1
Building Mtn	130,000	5,526.68	10,224.07	(119,775.93)	7.9
Vehicle Mtn	17,000	3,508.46	3,650.96	(13,349.04)	21.5
Office & Computer Mtn	185,000	18,247.64	20,217.53	(164,782.47)	10.9
Total Repair/Mtn	332,000	27,282.78	34,092.56	(297,907.44)	10.3

ACCT NAME	BUDGET	JUNE 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	7,771.63	10,936.99	(36,063.01)	23.3
Printing/Binding	20,000	0.00	6,185.33	(13,814.67)	30.9
Travel	500	163.94	183.57	(316.43)	36.7
Membership Dues	5,000	286.00	1,766.00	(3,234.00)	35.3
Professional Development	7,500	2,207.91	2,207.91	(5,292.09)	29.4
Other Purchased Services	125,000	11,483.57	23,315.71	(101,684.29)	18.7
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	250,000	21,913.05	44,595.51	(205,404.49)	17.8
Office Supplies	14,000	416.58	1,262.41	(12,737.59)	9.0
Computer Supplies	90,000	10,563.60	34,518.77	(55,481.23)	38.4
Postage	1,500	9.56	20.32	(1,479.68)	1.4
Library Supplies	65,000	3,059.46	10,505.25	(54,494.75)	16.2
Janitorial Supplies	20,000	1,795.78	2,752.78	(17,247.22)	13.8
Gas & Diesel Fuel	6,000	410.65	759.88	(5,240.12)	12.7
Building Mtnc & Repair Supplies	13,500	1,289.20	1,658.68	(11,841.32)	12.3
Total Supplies	210,000	17,544.83	51,478.09	(158,521.91)	24.5
Natural Gas	36,000	1,104.65	1,104.65	(34,895.35)	3.1
Electricity	110,449	8,098.59	8,098.59	(102,350.41)	7.3
Water	7,000	485.01	925.81	(6,074.19)	13.2
Telecommunications	46,000	5,244.98	6,332.58	(39,667.42)	13.8
Total Utilities	199,449	14,933.23	16,461.63	(182,987.37)	8.3
Professional Collection	800	0.00	0.00	(800.00)	0.0
Total Prof Collection	800	0.00	0.00	(800.00)	0.0
Non-Traditional Materials	4,000	213.22	213.22	(3,786.78)	5.3
Periodicals	17,000	217.99	16,863.51	(136.49)	99.2
Adult Books	157,000	13,147.24	22,886.01	(134,113.99)	14.6
Children's Books	121,000	4,747.18	10,359.50	(110,640.50)	8.6
A/V Materials	91,000	5,676.27	9,258.57	(81,741.43)	10.2
Public Access Software	105,675	20,434.83	23,129.83	(82,545.17)	21.9
Downloadable Materials	190,000	69.98	2,059.98	(187,940.02)	1.1
Total Materials	685,675	44,293.49	84,557.40	(601,117.60)	12.3
Employee Relations	3,000	50.00	107.00	(2,893.00)	3.6
Miscellaneous Expenses	3,444	244.71	513.82	(2,930.18)	14.9
Total Other Expenses	6,444	294.71	620.82	(5,823.18)	9.6
Total Expenses	5,954,921	558,452.82	801,324.64	(5,153,596.36)	13.5

Bloomington Public Library
FY 2023-2024



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 11.7% to 21.7% is acceptable)
June 2023

Property Tax (53.4%): The Library has received three distributions so far.

Replacement Tax (0.0%): The annual distribution should be distributed in July.

State Grants (Per Capita Grant) (0.0%): The Library will receive its Per Capita grant later in the year.

Golden Prairie Public Library District (54.2%): Golden Prairie has also received three distributions so far.

Interest (104.3%): We projected a cautious amount for the year.

Donations (87.5%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Seasonal Salaries (4.9%): Charges have been minimal.

Overtime Salaries (0.0%): Nothing has been spent from this line item yet.

Dental Insurance (9.8%): Charges have been minimal.

Vision Insurance (6.1%): Charges have been minimal.

Library HSA City Contributions (0.0%): This hasn't been paid yet.

IMRF (9.1%): Charges have been minimal.

Worker's Compensation (0.0%): The annual premium will be paid in January.

Uniforms (28.5%): A new security guard required shirts and other equipment

Tuition Reimbursement (0.0%): Nothing has been spent from this line item yet.

Other Benefits (7.1%): Charges have been minimal.

Building Maintenance (7.9%): Charges have been minimal.

Office & Computer Equipment (10.9%): Charges have been minimal.

Advertising (23.3%): This is over-spent due to some billboard advertising that the Library paid for in May.

Printing/Binding (30.9%): This is over-spent due to printing Summer Reading logs in May.

Travel (36.7%): This is over-spent due to more staff using their own vehicle for travel.

Membership Dues (35.3%): One of the higher priced annual membership dues was paid in May.

Professional Development (29.4%): This is over-spent due to one staff attending the American Library Association Conference in Chicago.

Other Insurance (0.0%): The annual insurance premium is paid in January.

Office Supplies (9.0%): Charges have been minimal.

Computer Supplies (38.4%): This line item is over-spent due to replacing staff computers, as per the schedule.

Postage (1.4%): Charges have been minimal.

Natural Gas (3.1%): Charges have been minimal.

Electricity (3.7%): Charges have been minimal.

Professional Collection (0.0%): Nothing has been charged to this line item yet.

Non-Traditional Materials (5.3%): Nothing has been charged to this line item yet.

Periodicals (99.2%): This is over-spent due to annual payment of the subscription service.

Children's Books (8.6%): Charges have been minimal.

A/V Materials (10.2%): Charges have been minimal.

Public Access Software (21.9%): This is over-spent due to the payment for renewal of the OverDrive participation.

Downloadable Materials (1.1%): Charges have been minimal.

Employee Relations (3.6%): Charges have been minimal.

Miscellaneous Expenses (14.9%): Charges have been minimal.

The Donations line item breaks out as follows:

Summer Reading Program Donations:

Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
The Copy Shop:	200.00
First Financial Bank:	200.00
Memorial Donations:	550.00
Miscellaneous Donations:	9.15

Total Donations:	\$ 21,959.15
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The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	\$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	2,706.75
Ear Buds:	28.50
Flash Drives:	9.75
Genealogy Searches:	50.00
Print Station:	1,855.40
Reusable Bags:	52.50
Test Proctoring:	50.00
Miscellaneous:	48.47

Total Other Revenue:	\$ 4,804.37
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During June, 16 batches containing 93 invoices were processed, totaling \$108,973.64 and 92 credit card charges were made totaling \$27,598.81.

As of June 30, the Library's Maintenance & Operating Fund Balance is \$5,588,838.19, which is 93.9% of the budgeted amount; the goal of twenty-five percent of the Library's FY24 budget is \$1,488,730.

Library Fund Balance Information, 6/30/23:

Operating:	\$ 5,588,838.19
Fixed Assets:	\$ 1,194,858.16
Capital:	\$ 16,818,160.05

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 6/30/23

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	2,130,874.15	(4,972,039.68)	30.0
Donations	700,000.00	679,935.64	(20,064.36)	97.1
Interest	400,000.00	505,569.85	105,569.85	-----
Interest From Taxes	10.00	6.78	(3.22)	-----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
 Total Revenues	 26,333,353.23	 17,518,275.82	 (8,815,077.41)	 66.5

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,407,477.38	(46,106.62)	96.8
Other Purchased Services	412,098.50	206,610.86	(205,487.64)	50.1
Office Supplies	2,157,629.30	537,913.32	(1,619,715.98)	24.9
Library Buildings	21,578,000.00	11,729,159.94	(9,848,840.06)	54.4
 Total Expenses	 25,601,311.80	 13,881,161.50	 (11,720,150.30)	 54.2



LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, JUNE 20, 2023, 5:30 PM

The Library Board of Trustees convened in regular session at 5:30 PM, June 20, 2023. President Julian Westerhout called the meeting to order.

Roll Call

Attendee Name	Title	Status
Catrina Parker	Trustee	Present (<i>arrived during item 8B</i>)
Matthew Watchinski	Trustee	Present
Dianne Hollister	Trustee	Present
Van Miller	Trustee	Present
Alicia Henry	Trustee	Present
John Argenziano	Trustee	Present
Susan Mohr	Vice President	Present
Julian Westerhout	President	Present
Alicia Whitworth	Trustee	Absent

Introduction of Public

There were no members of the public present.

Public Comment

There were no public comments.

Reports

The following item was presented:

Item 5.A. President's Report, as requested by the Bloomington Public Library.
President Westerhout had nothing to report this month.

The following item was presented:

Item 5.B. Director's Report, as requested by the Bloomington Public Library.
Director Hamilton shared that Summer Reading is underway. Staff are doing a lot of off-site programming since space is limited in the building. The Library's Pride in the Park event had over 200 people attend.

Jeanne gained approval from the Foundation Board to request a change to their National Taxonomy of Exempt Entities (NTEE) code from the IRS. The current code is a very generic philanthropy code, and a change to a code that more accurately reflects the organization has been requested. Hopefully, this will make the Foundation eligible for State Farm matching donations.

As far as construction goes, we are on track for moving to Phase 2 in August. There was some discussion about the process and what would be available during phase 2.

Director Hamilton highlighted the recently settled case involving the Golden Prairie Public Library District and properties that had been annexed out of their service area.

The following item was presented:

Item 5.C. Fiscal Report Presentation, as requested by the Bloomington Public Library.
Kathy Jeakins, Business Manager, stated that revenues and expenditures should be at

8.3% in May. To date, revenues are over, and expenditures are under. One property tax distribution was received toward the end of May, which is reflected in the fiscal report.

Consent Agenda

Items listed on the Consent Agenda are approved with one motion; Items pulled from the Consent Agenda for discussion are listed and voted on separately.

Trustee Hollister made a motion, seconded by Trustee Watchinski, to approve the consent agenda as presented.

Motion carried (viva voce), 7-0.

Item 6.A. Consideration and Action to Approve the Minutes of May 16, 2023 Regular Bloomington Public Library Board meeting, as requested by the Bloomington Public Library.

Item 6.B. Consideration and Action to Approve Bills in the Amount of \$2,674,285.58 , as requested by the Bloomington Public Library.

Approval Items

The following item was presented:

Item 7.A. Approve Non-Resident Card Participation for 7.01.23 - 6.30.24, as requested by the Bloomington Public Library.

Trustee Argenziano made a motion, seconded by Trustee Watchinski, to approve the item as presented.

Motion carried (viva voce), 7-0.

The following item was presented:

Item 7.B. Approve Revised Intergovernmental Agreement for Library Services between Bloomington Public Library and Golden Prairie Public Library District, as requested by the Bloomington Public Library.

Trustee Miller made a motion, seconded by Vice President Mohr, to approve the item as presented.

Motion carried (viva voce), 7-0.

The following item was presented:

Item 7.C. Approve the Annual OCLC Service Renewal, as requested by the Bloomington Public Library.

Trustee Miller made a motion, seconded by Vice President Mohr, to approve the item as presented, in the amount of \$26,603.25.

AYES: Trustee Watchinski; Trustee Hollister; Trustee Miller; Trustee Henry; Trustee Argenziano; Vice President Mohr; President Westerhout.

NAYS: None.

Motion carried.

*The following item was
presented:*

Item 7.D. Approve a Change Order to Add the Infrastructure to Support Future Solar Panels, as requested by the Bloomington Public Library.

We have not yet received all of the details needed to consider this item, so no action was taken.

The following item was presented:

Item 7.E. Approve a Change Order to Add the Infrastructure to Support Electric Vehicle Chargers, as requested by the Bloomington Public Library.

Trustee Watchinski made a motion, seconded by Trustee Hollister, to approve the item as presented, up to an amount of \$16,864.

AYES: Trustee Watchinski; Trustee Hollister; Trustee Miller; Trustee Henry; Trustee Argenziano; Vice President Mohr; President Westerhout.

NAYS: None.

Motion carried.

*The following item was
presented:*

Item 7.F. Approve a Construction Contingency Change to Level Existing Building Floors, as requested by the Bloomington Public Library.

Trustee Watchinski made a motion, seconded by Trustee Miller, to approve the item as presented, up to an amount of \$45,000.

AYES: Trustee Watchinski; Trustee Hollister; Trustee Miller; Trustee Henry; Trustee Argenziano; Vice President Mohr; President Westerhout.

NAYS: None.

Motion carried.

The following item was presented:

Item 7.G. Approve Strategic Goals, as requested by the Bloomington Public Library.

Trustee Miller made a motion, seconded by Vice President Mohr, to approve the item as presented.

AYES: Trustee Watchinski; Trustee Hollister; Trustee Miller; Trustee Henry; Trustee Argenziano; Vice President Mohr; President Westerhout.

Motion carried (viva voce), 7-0.

Discussion Items

The following item was presented:

Item 8.A. Sexual Harassment Training, as requested by the Bloomington Public Library. Director Hamilton reviewed the annual Sexual Harassment training slides with the Board.

The following item was presented:

Item 8.B. Decennial Committee on Local Government Efficiency, as requested by the Bloomington Public Library.

President Westerhout stated that the opinion of the City legal department is that the Library doesn't need to form a Decennial Committee to study local government efficiency because it is a subset of the municipality, which is exempt. Director Hamilton also shared that many law firms are weighing in with the same opinion for municipal libraries. The general consensus was that the board would follow the legal department's opinion.

Comments by Trustees

President Westerhout will be at the July meeting but will miss the August meeting. Vice President Mohr will approve the agenda and run the meeting for August.

Trustee Hollister wondered what the term limits are for Board members. President Westerhout stated that the City of Bloomington has set the limit at three consecutive terms for all of its boards and commissions.

Trustee Hollister also mentioned that her term on the RAILS Board ends in two years. She conveyed the importance of keeping up representation on that board from our area.

Adjournment

Vice President Mohr made a motion, seconded by Trustee Miller, to adjourn.

Motion carried (viva voce), 8-0.

The Meeting Adjourned at 6:24 PM

BILLS LIST

Approved by BPL Board of Trustees, July 18, 2023

Signature, BPL Trustee		
Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	1,066.25
Ameren IP	Electricity	8,098.59
Bell, Alexandra	Professional Development	166.25
Brodart Company	Library Supplies	348.00
CDW Government	Computer Supplies	4,671.66
CDW Government	Office/Computer Equip Mtnc	4,970.09
Chambers Services	Other Purchased Services	454.00
CIRBN	Telecommunications	543.80
City Directories	Adult Books	465.00
City of Bloomington	Dental Insurance	780.77
City of Bloomington	FICA	21,247.64
City of Bloomington	Gas & Diesel Fuel	373.98
City of Bloomington	Health Insurance-HMO	534.96
City of Bloomington	Health Insurance-PPO 600/1200	17,891.07
City of Bloomington	Health Insurance-PPO with HSA	7,247.64
City of Bloomington	IMRF	20,544.98
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	4,969.29
City of Bloomington	Payroll	356,022.72
City of Bloomington	RHS Contribution	690.07
City of Bloomington	Vision Insurance	240.43
City of Bloomington	Water	485.01
Connor Company	Building Mtnc Supplies	128.00
Cope, Michelle	Travel	28.13
Custom Digital Imaging	Printing	190.12
Demco	Library Supplies	76.93
Devyn Corp	Other Purchased Services	1,480.00
Eastview Christian Church	Employee Relations	200.00
Ecology Action Center	Employee Relations	50.00
Elm USA, Inc.	Library Supplies	583.11
F & W Care & Landscaping	Building Maintenance	205.00
Geiger Brothers	Library Supplies	552.77
Goerlitz, Nan	Travel	14.00
Gorden, Nina	Travel	2.19
H H Office, Inc.	Computer Supplies	498.92
H H Office, Inc.	Employee Relations	46.14
H H Office, Inc.	Janitorial Supplies	196.26
H H Office, Inc.	Office Supplies	389.63
Hamilton, Jeanne	Travel	88.00
Illinois State Police	Other Purchased Services	50.00
Illinois State University	Advertising	408.33
Lefler, Tiffany	Travel	3.56
McLean County Museum of History	Advertising	600.00

Mesouani, Hannah	Employee Relations	75.00
Mickey Truck Bodies	Vehicle Maintenance	2,030.00
Mid Illinois Mechanical	Building Maintenance	214.02
Midwest Tape	A/V Materials	692.68
Miller Janitorial Supply	Janitorial Supplies	187.05
NICOR/Northern Illinois Gas	Natural Gas	1,104.65
Pantagraph	Advertising	1,673.00
Playaway Products	Adult Books	315.02
Playaway Products	Children's Books	851.85
POS Supply Solutions	Library Supplies	975.85
Quadient Leasing USA, Inc.	Rentals	166.92
Quincy Public Library	Miscellaneous Expenses	34.99
Ricoh USA, Inc.	Other Purchased Services	91.89
Ricoh USA, Inc.	Rentals	884.58
Rockford Map Publishers	Adult Books	139.45
Uline, Inc.	Janitorial Supplies	216.76
Unique Management	Other Purchased Services	265.95
Weber Electric, Inc.	Building Maintenance	315.00
West Publishing, Inc.	Adult Books	294.20
Wolpert, Emily	Travel	3.75
VISA - American Library Association	Memberships	236.00
VISA - American Library Association	Professional Development	79.00
VISA - Badge-A-Minit	Library Supplies	95.95
VISA - Baker & Taylor Books	A/V Materials	3,844.46
VISA - Baker & Taylor Books	Adult Books	4,639.67
VISA - Baker & Taylor Books	Children's Books	2,092.89
VISA - Best Version Media	Advertising	594.40
VISA - Curb Chicago Taxi	Professional Development	22.75
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	409.43
VISA - Global Industrial	Janitorial Supplies	116.22
VISA - Grainger	Building Mtnc Supplies	1,161.20
VISA - Hampton Inn McCormick Place	Professional Development	1,438.16
VISA - Hilton Garden Inn McCormick Gift Shop	Professional Development	8.34
VISA - Huck's Food & Fuel Stop	Gas & Diesel Fuel	36.67
VISA - Ingram	Adult Books	6,964.91
VISA - Ingram	Children's Books	557.84
VISA - International Service Fee	Other Purchased Services	0.64
VISA - Kodo Kids	Non-Traditional Materials	114.00
VISA - McMaster-Carr	Janitorial Supplies	745.66
VISA - Menards	Other Purchased Services	35.10
VISA - Menards	Janitorial Supplies	101.75
VISA - New York Times	Public Access Software	2,194.40
VISA - Quick Ship Office	Library Supplies	(60.88)
VISA - Sam's Club	Other Purchased Services	17.12
VISA - Starcrest Cleaners	Other Purchased Services	23.85
VISA - Stampington & Company	Periodicals	107.97
VISA - Starbucks	Professional Development	11.29
VISA - Subway	Professional Development	11.71
VISA - T-Mobile	Telecommunications	1,394.79
VISA - Target	Other Purchased Services	140.00
VISA - Universal Yums	Other Purchased Services	116.00
VISA - USPS	Postage	9.56
VISA - Verizon Wireless	Telecommunications	337.34
VISA - Wal-Mart	Other Purchased Services	98.63

VISA - West Bloomington Revitalization Project	Advertising	250.00
VISA - Wix.com	Other Purchased Services	32.08
VISA - Zoom.US	Other Purchased Services	339.83
Total		497,906.63